

Supervisory Case File Review – TANF Work Participation Verification Documentation Checklist for Unpaid Core and Non-Core Activities

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| Participant's Name: | Review Period: | | |
| Counselor's Name | Reviewer's Name: | | |
| 1. General Questions – Applies to All Unpaid Activities | | | Circle Answer That Applies |
| Is there an activity log, time sheet or attendance sheet in the case file for the review period? | | | YES NO |
| Is the participant's name listed on the activity log, time sheet or attendance record? | | | YES NO |
| Does the activity log, time sheet or attendance record specify the period of time (dates) covered? | | | YES NO |
| Are the actual hours of participation each day listed on the activity log, time sheet or attendance record? | | | YES NO |
| Is the name of the responsible individual listed on the activity log, time sheet or attendance record? | | | YES NO |
| Is the responsible individual's phone number listed on the activity log, time sheet or attendance record? | | | YES NO |
| Is the activity log, time sheet or attendance record signed by the responsible individual? | | | YES NO |
| Do the hours recorded on the activity log, time sheet or attendance record match the activity and the total number of hours recorded in WF1? | | | YES NO |
| Was the activity log, time sheet or attendance record submitted to the employment services provider no less frequently than monthly? (Or, weekly for a participant engaged in job search activities?) | | | YES NO |
| Was the activity log, time sheet or attendance record submitted timely (before the WF1 data is frozen)? | | | YES NO |
| 2. Additional Questions for Job Search | | | Circle Answer that Applies |
| Does the job search log list the date of each job contact or job search assignment? | | | YES NO N/A |
| For each job contact, does the job search log specify the position of interest? | | | YES NO N/A |
| Does the job search log list the length of time of the job contact or job search assignment? | | | YES NO N/A |
| Does the job search log specify the type of job or job search assignment? | | | YES NO N/A |
| Does the job search log specify the status of each job contact or job search assignment? | | | YES NO N/A |
| For each job contact, is there sufficient information to identify the business/employer? | | | YES NO N/A |
| Did the participant sign the job search log? | | | YES NO N/A |
| Is there a signature verifying that the counselor reviewed the job search log and accepted the hours on the log? | | | YES NO N/A |
| Is there indication that the counselor verified at least one job contact (bi-weekly)? | | | YES NO N/A |
| Is there documentation that the counselor held a weekly "check-in" meeting to discuss the participant's job search efforts? | | | YES NO N/A |

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| 3. Additional Questions for On-Site Job Search | Circle Answer that Applies | | |
| Are attendance records used to document participation in an on-site job search activity? | YES | NO | N/A |
| Is the participant's name on the attendance record? | YES | NO | N/A |
| Does the attendance record specify the amount of time the participant was engaged in the on-site job search activity? | YES | NO | N/A |
| Does the attendance record identify the type of on-site job search activity? | YES | NO | N/A |
| Is the attendance record signed by a responsible individual? | YES | NO | N/A |
| 4. Additional Question for Unpaid Work Experience (UWE) and Community Service Programs (CSP) | Circle Answer that Applies | | |
| Do the actual number of hours the participant is engaged in UWE or CSP comply with the FLSA limits? | YES | NO | N/A |
| 5. Additional Questions for Community Service Programs (CSP) | Circle Answer that Applies | | |
| Does the participant's case record contain documentation that the CSP position serves a useful public purpose? | YES | NO | N/A |
| Does the participant's case record contain documentation how the CSP position increases the participant's employability? | YES | NO | N/A |
| 6. Additional Questions for Education Activities (Study Hours) | Circle Answer that Applies | | |
| Is there a statement from the school or instructor identifying the number of advised study hours per classroom hour? | YES | NO | N/A |
| If study time exceeds one hour per classroom hour, is there documentation that the additional study hours were supervised? | YES | NO | N/A |
| 7. Additional Questions for Education Activities (On-Line or Distance Learning Programs) | Circle Answer that Applies | | |
| Are there "log in/log out" printouts to document the amount of time the participant was engaged in the on-line/distance learning program? | YES | NO | N/A |
| Is there a signature from a responsible individual verifying the amount of time the participant was engaged in a supervised on-line/distance learning program if a "log in/log-out" printout is not used? | YES | NO | N/A |
| Is there a responsible individual who is overseeing the participant's progress with the on-line/distance learning program? | YES | NO | N/A |
| 8. Additional Questions about Providing CC to a Participant Who is Engaged in a CSP | Circle Answer that Applies | | |
| Is the participant whose children are being cared for by the other participant engaged in a community service program? | YES | NO | N/A |
| Is there documentation that the counselor held a "check-in" meeting to discuss the participant's progress? | YES | NO | N/A |
| 9. Additional Questions about Holiday and Other Excused Absences Hours? | Circle Answer that Applies | | |
| If holiday hours are reported, was there a corresponding holiday during the month? | YES | NO | N/A |
| If holiday and/or other excused absence hours were reported, were they reported to the correct unpaid activity? | YES | NO | N/A |
| If holiday and/or other excused absence hours were reported, did the number of hours reported as holiday or other excused absence match the number of hours the participant would have otherwise been engaged in the unpaid activity? | YES | NO | N/A |
| If other excused absence hours were reported, did the total number of hours (of excused absence) comply with the 12 month (80 hours) and monthly (16 hours) limits? | YES | NO | N/A |